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**State of Idaho**  
**Department of Administration**  
**Division of Public Works**

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April 14, 2023

**REQUEST FOR QUALIFICATIONS "RFQ"**

TO: Architects

*BAM* FROM: Pat Donaldson, Administrator   
Division of Public Works

SUBJECT: DPW PROJECT NO. 22170  
Steam Plant Elimination, Phase 2  
North Idaho College (NIC)  
Coeur d'Alene, Idaho

Statement of Qualifications, "SOQ," packages for furnishing Architectural and Engineering services to the State of Idaho, will be received at the Facilities office at North Idaho College (NIC), located at 701 River Avenue, Coeur d'Alene, Idaho 83814, until 2:00 p.m., Pacific Standard Time Zone, on May 9, 2023.

An informational meeting will be held on May 2, 2023, at 9:00am in the Facilities office, on the NIC campus, located at 701 River Avenue, Coeur d'Alene, Idaho.

Submit five (5) copies of the SOQ; include one USB drive containing a PDF of the submittal.

All questions must be sent to the DPW Project Manager:

Sydnee Weersing, Project Manager  
Division of Public Works  
1202 N. Fifth Avenue  
Sandpoint, ID 83864-1503  
(208) 867-2930  
[Sydnee.weersing@adm.idaho.gov](mailto:Sydnee.weersing@adm.idaho.gov)

## DESCRIPTION OF PROJECT:

Several buildings on the North Idaho College (NIC) campus historically used steam from the campus steam plant, located in the SE wing of McLain Hall, for powering their heat systems. The steam plant's boilers and the associated steam heating equipment located in other buildings, are aged, and deteriorating. Many buildings have experienced leaks and other significant failures in their heating systems that are becoming more difficult to maintain. After some research, it was determined that the best solution would be to remove all buildings from the steam plant's service and put them on stand-alone HVAC systems to serve each building's heating and cooling needs independently.

The first phase of this project addressed removing three buildings (Siebert, Vocational Arts Student Shops, and McLain Hall) from the boiler-steam plant's service. Each building was evaluated independently to prescribe the most efficient HVAC system replacement, i.e., package units, variable air volume systems, etc. Under phase 1, work is also being done to repair the existing make-up air system in Lee Kildow Hall. Phase 1 is currently under construction and should be completed by June 2023.

This project, Phase 2 of the steam plant elimination, will completely remove the Lee Kildow Hall, Christianson Gymnasium, and Industrial Arts buildings from the steam plant's service and decommission the steam plant. The decommissioning of the steam plant will require the abatement and removal of all boilers, piping, pumps, tanks, controls, etc. The abandoned steam plant space will be completely remodeled for a future occupancy type, most likely storage, or office space. This will require structural evaluations and modifications to the shell, as well as all new finishes, mechanical, plumbing, and electrical systems. At this time, it is anticipated that Lee Kildow Hall and Christianson Gymnasium will receive a new, and independent boiler system and the Industrial Arts will receive gas fired roof top units.

## Attachments to this RFQ include:

Exhibit A: Campus Map

*Construction Documents from Phase 1 are available on request.*

## PROJECT SCHEDULE:

On-site Informational Meeting	May 2, 2023
Receive RFQ Submittals	May 9, 2023
Oral Interviews	Week of May 22, 2023
PBFAC Selection Approval	June 6, 2023
Negotiate Contract	June 2023
Design Complete	November 2023
Construction Starts (Procurement)	February 2024
Construction Complete	February 2025

## REQUIRED SERVICES:

The State of Idaho, through the Division of Public Works, is requesting proposals for complete architectural and engineering services including construction observation for DPW project number

22170, Steam Plant Elimination, Phase 2. The total project budget has been established at \$1,266,000. This budget INCLUDES all fees, reimbursables, contingencies, tests, and other project related expenses.

The Architect will be required to provide submittals at the end of these design stages: Schematic Design, Design Development, and Construction Documents (75% and 95%). A relatively compete construction cost estimate will be required following the Schematic Design submittal and must be updated at each additional design stage.

The Architectural team must have properly licensed design professionals and consultants, licensed to work in the State of Idaho, as required for their specific disciplines during the Design Phases and Construction Observation. The Architect will be responsible for obtaining approvals by the authorities having jurisdiction, to include submittal to the Idaho Division of Building Safety for plan review and building permitting.

The Architect will be required to upload all documents to DPW's Owner's web-based project management system, Projectmates. Documents may include, but are not limited to meeting minutes, sketches, diagrams, design submittals, drawings, project manuals, photographs relevant to the project, submittals, field reports, schedules, cost estimates, ASI's, RFI's, close out documents, warranties, etc.

The Architect will be required to meet as needed, but not less than twice a month, with the Agency and DPW for the purpose of providing a report regarding the previous month's progress. Such meetings will: advise the team of projected project cost and related value engineering if needed; include critical path schedules, show funds expended in the completion of the project and specific accomplishments related to the completion of the project.

The Architect shall keep in mind that during all phases, code compliance, energy efficiency, and building maintenance concerns should be incorporated into the design. Additionally, the Architect should apply for utility rebates, as possible.

The Architect shall develop all necessary presentation materials for, at a minimum, one (1) presentation to the Permanent Building Fund Advisory Council.

### **RANKING OF SOQs AND INTERVIEWS:**

A selection committee consisting of two (2) people from DPW, two (2) people from North Idaho College, and an independent committee member will evaluate and rank the firms deemed to be the most qualified to perform the required services.

The ranking process of teams submitting Statements of Qualifications is accomplished in two steps. First, the selection committee will review and score the written SOQs based on the criteria in the Written Statement of Qualification Content (below). Second, the top 3-5 ranked teams will be invited to interview. The initial ranking, based on the written SOQ, is worth 65 points. The final ranking, based on the interview, is worth 35 points. These scores will be combined to give an overall score to rank the teams.

Interviews will last approximately one hour: 25-30 minutes for the presentation; 15-20 minutes for the selection committee's Q&A; and 5-10 minutes for the team's closing comments. It is important that team members who will be performing the work attend the interview.

The scores will be based on the table below.

<b>INITIAL RANKING OF WRITTEN SOQ</b>		
Section	Category (see below for content)	Maximum Points Possible
A	Basic Qualifications	7
B	Team Member Qualifications	14
C	Design Approach to Project	16
D	Management Approach to Project	16
E	Examples of Work	12
<b>Total Points Available for Written SOQ</b>		<b>65</b>
<b>FINAL RANKING OF INTERVIEW</b>		
Criteria		Maximum Points Possible
Competency and abilities to address the items that will be provided to the final ranked teams		20
Selection Committee's Q & A		15
<b>Total Points Available for Interview</b>		<b>35</b>
<b>Total Points Available</b>		<b>100</b>

#### **AWARD:**

Based on the results of the Statement of Qualifications and Interviews, DPW will recommend a course of action to the PBFAC at their next regularly scheduled meeting after interviews have been conducted. If recommended, a notice of intent to negotiate will be issued by DPW. However, final award is contingent upon the successful negotiation of an Agreement.

#### **WRITTEN STATEMENT OF QUALIFICATION CONTENT:**

It is critical to format the content of your written SOQ exactly as the categories "A-E" are listed below. The SOQs will be reviewed and ranked on information specifically requested in each of these categories. The proposals should be clear and to the point while addressing each item. Please provide a cover letter with your SOQ that includes the email address and phone number of your team's primary contact person; failure to provide this information may result in the proposal being nonresponsive.

**A. Basic Qualifications (7 Points Available):** Provide the following information relative to the submitting Architectural and all Consulting firms:

- Provide Organization's information (i.e., How long organization has been in existence, number of personnel, business' tax organization, awards, associations, etc.).
- Demonstrate production capabilities and resources available to meet the project schedule.
- List previous project experience Architectural firm has working with Consulting firms listed on team.
- List any additional relevant general information.

**B. Team Member Qualification (14 Points Available):** Provide the following information relative to the submitting Architectural and all Consulting team members:

- List the specific names of design professionals (architect, engineers, and consultants) expected to accomplish the work. Provide resumes for each that outline their qualifications (including license numbers), education, training, and special expertise with similar project types including a list of projects they have worked on that are relevant.
- Describe who will perform various tasks, the extent of their responsibilities, and the amount of their involvement from design through construction.
- List past work experience and knowledge of the local area and North Idaho College.

**C. Design Approach to Project (16 Points Available):** Include a statement of your team's design approach for this specific project, including:

- Describe the team's understanding of the project.
- Describe team's design philosophy and approach to budget conscious design.
- List perceived challenges and opportunities for the project and describe possible alternative concepts and methods that might be explored. Demonstrate experience designing around fully occupied spaces.
- In consideration of current market conditions, describe the team's process for value engineering and phased construction.
- Describe team's approach to commissioning and experience with commissioning during construction.

**D. Management Approach to Project (16 Points Available):** Include a statement of your team's management approach for this specific project, including:

- Describe the team's management approach to address quality control, meeting schedules, and cost estimation. Demonstrate previous success of design estimates coming within budget and where thorough QC measures limited construction change orders.
- Describe the team's approach to gathering stakeholder's input and acceptance.
- Describe how the team will manage tasks, action items, and emails.
- Demonstrate previous success during construction administration and how your team manages and tracks: submittals, RFI's, meeting minutes, field reports, proposal requests, change orders, etc.

**E. Examples of Work (12 Points Available):** Provide recent examples of work (minimum 3 projects) relevant to this project. Include the following:

- Provide project name, Project Description, and Project Owner.
- Provide renderings, photographs, and/or drawings.
- List project square footage, initial projected construction cost, and final construction cost. If construction cost were confidential list delta percentage between initial projected and final construction cost.
- List start date of design, construction, and date of substantial completion.
- Provide a reference name with contact information for each project.

#### **ADDITIONAL PROVISIONS:**

Modifications (addenda) to this RFQ, if any, will be posted on the Division of Public Works web page at <https://dpw.idaho.gov/professional-services/>. It is recommended that responders to this RFQ check this page prior to making their submittal.

Funding for the project is from the State. The Division of Public Works (DPW) will administer the project according to the terms and conditions of the award, State laws, and guidelines. The Architect will receive general instructions through the State. Sydnee Weersing, project manager for DPW, has been assigned to liaison between the Department of Administration, the Agency, and the Architect.

The Architect shall warrant that they will not knowingly hire or engage any illegal aliens or persons not authorized to work in the United States as required by Title 67, Chapter 79, Idaho Code. The Architect shall take steps to verify that it does not hire or engage any illegal aliens or persons not authorized to work in the United States; and that any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and shall be cause for the imposition of monetary penalties and/or termination of any Contract resulting from this RFQ.

The Division of Public Works reserves the right to investigate and confirm the proposer's financial responsibility. This may include financial statements, bank references and interviews with past consultants, employees, and creditors. Unfavorable responses to these investigations are grounds for rejection of proposal.

The contents of the SOQ may be used in a legal contract or agreement. Proposers should be aware that methods and procedures proposed could become contractual obligations. The successful firm will be required to sign an agreement including the State's standard terms, including a requirement to carry and maintain a minimum of \$1,000,000 professional liability insurance coverage.

The State reserves the right to reject any or all proposals received as a result of this request.

The State may also negotiate separately with any source in any manner necessary to serve the best interests of the State of Idaho. Awards will be made based on submittals resulting from this request and subsequent interviews and associated ranking criteria noted above.

**End 22170 Architect RFQ**



# North Idaho College

1000 W. Garden Ave. • Coeur d'Alene, Idaho 83814  
(208) 769-3300 • (877) 404-4536

## Coeur d'Alene Campus Map

Building Information, Campus Parking Information,  
and Off-Campus Locations are located on the back.





# North Idaho College

## Building Information

- ① **McLain Hall (MCL)**  
460 N. College Dr.  
Outdoor Center, Graphic and Web Design Program
- ② **Lee-Kildow Hall (LKH)**  
471 N. College Dr.  
Cardinal Central (Campus Information, Student ID, Parking Services), Admissions, Office of Finance and Business, Financial Aid, Student Finance, Registrar, Cardinal Learning Commons (Math Education Center, Academic Tutoring), English and Humanities Division, Social and Behavioral Sciences Division, Center for New Directions, Dual Credit
- ③ **Christianson Gymnasium (GYM)**  
481 N. College Dr.  
Athletics Department, Gymnasium
- ④ **Edminster Student Union Building (SUB)**  
495 N. College Dr.  
Market Food Court, Caffeinated Cardinal, Cardinal Bookstore, ASNIC Student Government Offices, Student Services (Advising), Career Services, Veteran and Military Family Services, Auxiliary Services, American Indian Student Advisor, TRIO, Food Pantry, Student Involvement, Title IX and Student Conduct, Victim Advocate and Violence Prevention
- ⑤ **Meyer Health and Sciences Building (MHS)**  
521 N. College Dr.  
Health Professions and Nursing Division, Natural Sciences Division, Labs, DeArmond Auditorium, Rolphe Auditorium
- ⑥ **Siebert Building (SBT)**  
430 N. College Dr.  
Information Technology, The Sentinel, Mail and Copy Center, Fleet Services
- ⑦ **Industrial Arts (IND)**  
466 N. College Dr.  
Carpentry Lab
- ⑧ **Residence Hall (RES)**  
518 N. College Dr.  
Student Housing
- ⑨ **Post Hall (PST)**  
536 N. College Dr.  
Athletics Department; Physical Education, Dance, and Resort/Recreation Management Division
- ⑩ **Fort Sherman Officers' Quarters (FSQ)**  
1025 W. Garden Ave.  
Heritage Conference Room
- ⑪ **Workforce Training Center**  
525 Clearwater Lp., Post Falls  
Workforce Training, Community Education
- ⑫ **Lakeside Center (LKC)**  
489 N. College Dr.  
Children's Center
- ⑬ **Winton Hall (WIN)**  
536 N. College Dr.  
Dental Hygiene Clinic
- ⑮ **Bob and Leona DeArmond Building (DARM)**  
901 W. River Ave.  
New Student Welcome Center, University of Idaho Office, Lewis-Clark State College Office
- ⑯ **Lee Hall Annex (LHA)**  
485 N. College Dr.  
Writing Center, Modern Languages Lab
- ⑰ **Seiter Hall (STR)**  
475 N. College Dr.  
Math, Computer Science, and Engineering Division; Counseling, Disability Support Services
- ⑱ **Fort Sherman Powder Magazine (FSM)**  
530 N. College Dr.  
Study Area/Meeting Space
- ⑲ **Hedlund Building (HED)**  
420 N. College Dr.  
Emery's Restaurant, Gizmo-CDA, Idaho Small Business Development Center, Venture Center, Business and Professional Programs Division, Job Corps, University of Idaho
- ⑳ **Sherman Building (SHE)**  
1000 W. Garden Ave.  
President's Office, Community Relations, Communications and Marketing, NIC Foundation, Alumni Association, Grants
- ㉒ **Boswell Hall (BOS)**  
880 W. Garden Ave.  
Schuler Performing Arts Center; Corner Gallery; Communication and Fine Arts Division
- ㉓ **Molstead Library (MOL)**  
875 W. Garden Ave.  
Library, Todd Lecture Hall, Testing Center, Computer Labs, Office of Instruction, Office of Planning and Effectiveness, eLearning, Adult Education Center/GED®
- ㉔ **Sunspot**  
Concessions and rentals (June-September)

### Headwaters Complex

- ㉕ **Facilities Operations (HWCA)**  
701 W. River Ave.  
Custodial Services, Fleet Services - Key pick-up
- ㉖ **Human Resources (HWCB)**  
710 Military Dr.
- ㉗ **Maintenance Department (HWCC)**  
724 Military Dr.
- ㉘ **Landscape Services (HWCE)**  
719 Military Dr.
- ㉙ **Security (HWCD)**  
703 Military Dr.
- ㉚ **Student Wellness and Recreation Center (SWRC)**  
920 W. River Ave.  
Recreational Sports, Learning Labs

## Campus Parking & Parking Services

(208) 769-5902

All passenger vehicles with the exception of those with a handicap plate/placard and motorcycles are required to display a current parking permit during the fall and spring academic semesters. Parking permits are to be displayed from the vehicle rear view mirror with the front of the permit facing outward. Rosenberry Drive, Hubbard Ave, and parking lot A do not require parking permits. Permits during the academic semesters are required Monday - Thursday from 7:30 a.m. to 4 p.m. and on Friday from 7:30 a.m. to 2:30 p.m. Please visit [nic.edu/parking](http://nic.edu/parking) for regulations, information and online services.

### Student and Employee Permits

Parking permits are required from 7:30 a.m. to 4 p.m. Monday through Thursday, and 7:30 a.m. to 2:30 p.m. Friday. Vehicle registration forms/permit tags are purchased online. Vehicle permits are not required for Summer Session classes.

### Emergencies

Call 911 for any crime or medical emergency that is in progress, also call NIC Security at (208) 769-3310. Contact NIC Security to report any suspicious behavior, request a security escort, or other assistance.

### Metered Parking

All vehicles parked at the meters are required to pay during the time when parking permits are required. Vehicles displaying a parking permit are required to pay when parking at the meters. Vehicles with handicap plates or placard may park at the meters for free.

### Visitor Permits

Visitor passes are required between 7:30 a.m. to 4 p.m. Monday through Thursday and 7:30 a.m. to 2:30 p.m. Friday. Visitor passes are available in the Switchboard/Information Office in the Sherman Building, the DeArmond Building, and Cardinal Central in Lee-Kildow Hall. A visitor is defined as any person other than a student, staff, or faculty member of North Idaho College. Visitor permits are free.

### Winter Parking

From November 1 through March 15, do not park vehicles overnight on college streets, College Drive and West Garden Avenue, or parking lots other than the west row of the North Molstead lot (look for the overnight parking signs). Overnight parking will be enforced seven days a week from midnight to 6 a.m. Vehicles parked in areas other than the North Molstead lot during the winter will be issued citations and towed when snow removal is in progress.

### Citations

Illegally parked vehicles and/or vehicles without a visible permit will be ticketed. Fines are payable online at [nic.edu/parking](http://nic.edu/parking). The fine will be reduced if paid within seven days. Fines are not reduced for handicap and fire lane violations. An additional fine will be assessed if the fine remains unpaid after 30 days. Students with unpaid parking tickets may lose course registration privileges and/or be placed on Academic Hold.

### Appeal Process

An appeal must be made within seven business days of the date of citation. Appeal parking citations online at [nic.edu/parking](http://nic.edu/parking).

## Security

(208) 769-3310

### Campus Security

703 Military Drive, Coeur d'Alene, ID 83814  
Security reports, fire reports, crime statistics, and safety tips: [nic.edu/security](http://nic.edu/security)

## Off-Campus Locations

### NIC at Sandpoint

(208) 263-4594  
515 Pine St., Ste. G  
Sandpoint, ID 83864

### Workforce Training Center

(208) 769-3214  
525 Clearwater Loop  
Post Falls, ID 83854

### Workforce Training Center

Post Academy  
Kaniksu Building  
510 Clearwater Loop  
Post Falls, ID 83854

### Parker Technical Education Center

(208) 769-4040  
7064 W. Lancaster Road  
Rathdrum, ID 83858